

5505 - POLICE PLANS & POLICIES MANAGER

NATURE OF WORK

This is highly responsible, specialized, professional work of considerable difficulty in performing a variety of research, evaluation, and planning functions within the Police Department.

An employee in this classification studies and evaluates police operations and management procedures, and analyzes policies, procedures, and deployment of personnel, materials, and financial resources in order to identify areas for improvement and/or modification.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Conducts research to evaluate current operations and recommends short and long range policy, procedural, and operational plans to increase effectiveness and efficiency in areas such as budget, administration, management, and technology.

Identifies potential problem areas and quantifies key operating factors or indicators within these areas.

Plans and defines the nature, scope, and objectives of proposed analysis projects and develops detailed work plans and task schedules including selection of alternative technical approaches to assignments.

Compiles and analyzes current and historical data from a variety of public safety operations using methods such as review of source documents, staff studies, interviews, observation, work distribution and flow charts, and evaluations of other agencies and systems; and makes forecasts and projections.

Evaluates past, present, and proposed budgets, tables of organization, staffing, procedures, work flows, workloads, work distribution charts, procedural and process flow charts, and other documents and prepares same.

Prepares comprehensive complex flow charts, statistical analyses, narrative reports, procedural documents and manuals, grant applications, administrative orders, forms, training materials, and other verbal and written reports, correspondence, documents, and presentations.

Determines feasibility and implications of implementing recommended plans and facilitates such implementation.

Monitors changes, budget, and operations and evaluates effectiveness; troubleshoots, makes modifications, etc.

Represents the City and the Police Department at meetings with Federal, State, and local agencies, organizations, and individuals.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of applicable Federal, State, and local laws, codes, ordinances, regulations,

and guidelines, and departmental policies and procedures.

Thorough knowledge of the principles and techniques of industrial engineering, management science, leadership, and human resource and personnel management.

Thorough knowledge of law enforcement administrative, operational, and fiscal needs, functions, and priorities.

Ability to prioritize, coordinate, and manage simultaneous and complex projects from inception to completion with little direct supervision.

Ability to assess the efficiency and effectiveness of operations, including work areas, equipment, forms, and manpower and to identify opportunities to improve productivity and/or reduce costs.

Ability to research and compile complex information from a variety of sources, analyze, draw conclusions, make recommendations, and present to others in an effective manner.

Ability to plan, supervise, coordinate, and evaluate the work of various levels of professional, technical, and clerical employees involved in a number of diversified functions.

Ability to implement and evaluate plans including ability to troubleshoot and effectively resolve problems.

Ability to develop, coordinate, and conduct associated training.

Ability to communicate effectively verbally and in writing, and to prepare comprehensive reports including, but not limited to, budgets, tables, charts, documents, and manuals.

Ability to utilize automated office equipment, computer systems, electronic data processing and telecommunications equipment.

Ability to establish and maintain effective working relationships with administrators, and other employees, departments, vendors, and agencies, and with the general public.

MINIMUM REQUIREMENTS

Bachelor's degree in criminal justice, management or a related field (Master's degree preferred) and extensive progressively responsible law enforcement command experience including enforcement (e.g. patrol, narcotics, organized crime, and vice) and administration (e.g. technical services, personnel, and affirmative action). Experience involving police department national accreditation preferred. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

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Assignments are received from and work is reviewed by an administrative superior through conferences, reports, and observations for successes in achievement of departmental goals and conformance with Federal, State, local, and Police Department policies; work is performed with latitude for use of considerable independent judgment.

SUPERVISION EXERCISED

Work is performed through several levels of professional, technical, and clerical staff within assigned areas of responsibility.

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